



DAVID SANDERS, PH.D.
Director

County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES
425 Shatto Place, Los Angeles, California 90020
(213) 351-5602

April 22, 2005

Board of Supervisors

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Second District

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Third District

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Dear Prospective Proposer:

**RE: ADDENDUM NUMBER FOUR TO THE REQUEST FOR PROPOSALS FOR
FAMILY SUPPORT, FAMILY PRESERVATION, AND ADOPTION PROMOTION
AND SUPPORT SERVICES, RFP #CMS-04-024/04-025**

The County of Los Angeles Department of Children and Family Services is issuing this Addendum Number Four to the Request for Proposals for Family Support, Family Preservation, and Adoption Promotion and Support Services, RFP #CMS-04-024/04-025, released on March 25, 2005. Pursuant to Part B, Instructions for Submitting Proposals, Section 6.0, subsection 6.4, this Addendum Number Four provides additional changes to the RFP.

Proposers' failure to incorporate the requirements of all Addenda may result in the proposal(s) not being considered, as determined at the sole discretion of the County.

The following corrections are being made to the RFP:

1. RFP, INTRODUCTION, Section 5.0, subsection 5.1, paragraph 5.1.1 is amended to read as follows:

- 5.1.1 Funding for FS has been allocated to the eight (8) Service Planning Areas (SPA) and one (1) County-wide service category (see PART G, ATTACHMENTS, Attachment A, SPA Map), based on poverty rates, DCFS caseloads, and the number of children in out-of-home placement. Projected funding for FS for each fiscal year for ~~three years~~ two years and eleven months is as follows:

SPA	<u>ALLOCATION FOR FY 2005-2006 (11 MONTHS)</u>	<u>ALLOCATION FOR EACH FY 2006-2007 AND FY 2007-2008</u>
SPA 1	<u>\$130,585</u>	\$194,020
SPA 2	<u>\$213,060</u>	\$316,559
SPA 3	<u>\$288,662</u>	\$541,213

SPA 4	<u>\$309,281</u>	\$285,924
SPA 5	<u>\$41,237</u>	\$132,750
SPA 6	<u>\$432,994</u>	\$643,329
SPA 7	<u>\$268,044</u>	\$428,886
SPA 8	<u>\$329,900</u>	\$520,790
County-wide Service Category	ALLOCATION	
American Indian	<u>\$119,667</u>	\$130,000

Total For FS	<u>\$2,061,874</u>	\$3,193,471
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2. RFP, INTRODUCTION, Section 5.0, Funding, subsection 5.1, paragraph 5.1.3 is amended to read as follows:

5.1.3 County plans to recommend the award of at least one FS contract per SPA and County-wide Service Category, commencing on or about ~~July 1, 2005~~ August 1, 2005 through June 30, 2008.

3. RFP, INTRODUCTION, Section 5.0, subsection 5.2, paragraph 5.2.1 is amended to read as follows:

5.2.1 Funding for FP has been allocated to the seventeen (17) DCFS office boundaries (see PART G, ATTACHMENTS, Attachment B, DCFS office boundaries and Zip Codes) and two (2) County-wide service categories based on the number of children in out-of-home placement. Contractor must serve all zip codes within the DCFS office boundary. Projected funding for FP for each fiscal year for ~~three years~~ two years and eleven months is as follows:

DCFS District Offices	<u>ALLOCATION FOR FY 2005-2006 (11 months)</u>	<u>ALLOCATION FOR EACH FY 2006-2007 AND 2007-2008</u>
Antelope Valley West	<u>\$ 936,307.00</u>	\$ 1,021,426.00
Antelope Valley East	<u>\$ 809,807.00</u>	\$ 883,426.00
North Hollywood	<u>\$ 1,496,670.00</u>	\$ 1,632,730.00
Santa Clarita	<u>\$ 483,649.00</u>	\$ 527,617.00
Covina	<u>\$ 2,379,125.00</u>	\$ 2,595,409.00
Pomona	<u>\$ 1,420,464.00</u>	\$ 1,549,597.00
Pasadena	<u>\$ 1,244,685.00</u>	\$ 1,357,838.00
Metro North	<u>\$ 1,400,143.00</u>	\$ 1,527,429.00
West Los Angeles	<u>\$ 1,298,028.00</u>	\$ 1,416,030.00

Hawthorne	\$ 1,069,411.00	\$ 1,166,631.00
Wateridge	\$ 2,274,470.00	\$ 2,481,240.00
Century	\$ 1,148,666.00	\$ 1,253,090.00
Compton	\$ 802,695.00	\$ 875,667.00
Belvedere	\$ 1,422,496.00	\$ 1,551,814.00
Santa Fe Springs	\$ 1,771,008.00	\$ 1,932,009.00
Torrance	\$ 1,491,589.00	\$ 1,627,188.00
Lakewood	\$ 2,976,574.00	\$ 3,247,171.00
County-wide Service Category	ALLOCATION	
American Indian	\$ 404,534.00	\$ 441,310.00
Asian Pacific	\$ 505,668.00	\$ 551,638.00
Total For FP	\$ 25,335,989.00	\$ 27,639,260.00

4. RFP, INTRODUCTION, Section 5.0, Funding, subsection 5.2, paragraph 5.2.3, is amended to read as follows:

5.2.3 County plans to recommend the award of at least one FP contract per DCFS office boundary, commencing on or about ~~July 1, 2005~~ August 1, 2005 through June 30, 2008.

5. RFP, INTRODUCTION, Section 5.0, Funding, subsection 5.3, paragraph 5.3.1, is amended to read as follows:

5.3.1 Funding for APSS has been allocated to the eight (8) SPAs (PART G, ATTACHMENTS, Attachment A, SPA Map), based on the number of permanency planning cases. Projected funding for APSS for each fiscal year for ~~three years~~ two years and eleven months is as follows:

SPA	ALLOCATION
SPA 1	\$252,690
SPA 2	\$280,234
SPA 3	\$977,626
SPA 4	\$293,807
SPA 5	\$224,347
SPA 6	\$847,888
SPA 7	\$435,521
SPA 8	\$679,827
Total For APSS	\$3,991,940

6. RFP, INTRODUCTION, Section 5.0, Funding, subsection 5.3, paragraph 5.3.3, is amended to read as follows:

5.3.3 County plans to recommend the award of at least one APSS contract per SPA, commencing on or about ~~July 1, 2005~~ August 1, 2005 through June 30, 2008.

7. RFP, INTRODUCTION, Section 7.0, Timeline, is amended to read as follows:

7.0 TIMELINE

The following timeline represents COUNTY's best estimate of the schedule that shall be followed. COUNTY reserves the right, at its sole discretion, to adjust this timeline as it deems necessary. Notification of any adjustment to the timeline shall be provided to all Proposers listed in DCFS' records which indicate having received this RFP.

RFP Release Date.....	March 25, 2005
Proposers Conference (Highly Recommended).....	April 04, 2005
Deadline to submit a request for a Solicitation Requirements Review	April 08, 2005
COUNTY Issues Responses to Questions.....	April 11, 2005
<u>Deadline for Proposal Submission is 12:00 noon, P.S.T.</u>	April 29, 2005 <u>May 20, 2005</u>
Proposal opening will take place at DCFS Contracts Administration, 425 Shatto Place, Room 400 Los Angeles, CA 90020, beginning at 2:00 P.M.....	
	April 29, 2005 <u>May 20, 2005</u>
Notice of Disqualification for Non-Responsiveness.....	May 06, 2005 <u>May 31, 2005</u>
Deadline to submit a request for a Disqualification Review.....	May 11, 2005 <u>June 7, 2005</u>
Notice of Tentative Contractor Selection	May 18, 2005 <u>June 10, 2005</u>
Deadline to submit a request for a Debriefing	May 23, 2005 <u>June 17, 2005</u>
Notice of Debriefing Results	May 31, 2005 <u>June 24, 2005</u>
Deadline to submit a Proposed Contractor Selection Review ..	June 07, 2005 <u>July 1, 2005</u>
Notice of Proposed Contractor Selection Review Results.....	June 13, 2005 <u>July 19, 2005</u>
Submission of Contract(s) Award Recommendation to The County of Los Angeles Board of Supervisors	
<u>Board Hearing Date</u>	June 16, 2005 <u>July 19 or 26, 2005</u>
Anticipated Contract Start Date	July 01, 2005 <u>August 1, 2005</u>

8. RFP, PART A, GENERAL INFORMATION, Section 4.0, Contract Term, is amended to read as follows:

4.0 CONTRACT TERM

The term of an Agreement awarded under this RFP shall commence on ~~July 1, 2005~~ August 1, 2005, or the date of execution by the Director of DCFS, whichever is later, and the Agreement shall end on June 30, 2008, unless terminated earlier as provided herein.

9. RFP, PART B, INSTRUCTIONS FOR SUBMITTING PROPOSALS, Section 2.0, Proposal Requirements, subsection 2.3, is amended to read as follows:

2.3 Proposals must be submitted to:

County of Los Angeles
Department of Children and Family Services
Attention: Walter Chan, Contracts Manager
Contracts Administration
425 Shatto Place, Room 400
Los Angeles, California 90020

The closing date and time for proposal submission will be ~~APRIL 29, 2005~~ **MAY 20, 2005, P.S.T. at 12:00 noon.** It is the sole responsibility of the Proposer to see that its proposal is properly received at the address and room number above before the submission deadline, as **proposals will not be accepted after 12:00 noon.** Faxed proposals or electronic submissions will not be accepted.

10. RFP, PART C, SELECTION PROCESS AND PROPOSAL EVALUATION CRITERIA, Section 3.0, subsection 3.2, is amended to read as follows:


3.2 Upon receipt of the written determination of non-responsiveness, the Proposer may submit a written request for a Disqualification Review by ~~May 11, 2005~~ June 7, 2005. Requests for a Disqualification Review not timely submitted will be denied.

11. RFP, PART H, EXHIBITS, Exhibit B, is deleted in its entirety and replaced by Attachment 1 to this Addendum Number Four.
12. RFP, PART H, EXHIBITS, Exhibit FP-23 is deleted in its entirety and replaced by Attachment 2 to this Addendum Number Four.
13. RFP, PART F, SAMPLE CONTRACT FOR FAMILY SUPPORT SERVICES, Section 4.0, Term of Contract, subsection 4.1, is amended to read as follows:

- 4.1 The term of this Contract shall be for ~~three (3) years~~ two (2) years, eleven (11) months commencing on ~~July 1, 2005~~ August 1, 2005 or date of execution by the Director of DCFS, whichever is later, and shall continue through June 30, 2008, unless sooner terminated or extended, in whole or in part, as provided in this Contract.
14. RFP, PART F, SAMPLE CONTRACT FOR FAMILY PRESERVATION PROGRAM, Section 4.0, Term of Contract, subsection 4.1, is amended to read as follows:
- 4.1 The term of this Contract shall be for ~~three (3) years~~ two (2) years, eleven (11) months commencing on ~~July 1, 2005~~ August 1, 2005 or date of execution by the Director of DCFS, whichever is later, and shall continue through June 30, 2008, unless sooner terminated or extended, in whole or in part, as provided in this Contract.
15. RFP, PART F, SAMPLE CONTRACT FOR ADOPTION PROMOTION AND SUPPORT SERVICES, Section 4.0, Term of Contract, subsection 4.1, is amended to read as follows:
- 4.1 The term of this Contract shall be for ~~three (3) years~~ two (2) years, eleven (11) months commencing on ~~July 1, 2005~~ August 1, 2005 or date of execution by the Director of DCFS, whichever is later, and shall continue through June 30, 2008, unless sooner terminated or extended, in whole or in part, as provided in this Contract.

We look forward to the submission of your proposal(s) on May 20, 2005, 12:00 noon, P.S.T.

Sincerely,



Walter Chan
Contracts Administration

WC:rmf

Attachments (2)

EXHIBIT B

BUDGET

Proposed Budget. PART G, ATTACHMENTS, Attachment F, Instructions for Preparing Budget Justification Narrative and Line Item Budget, has been provided to assist the Proposer in completing the Proposed Budget (Exhibit B).

EXHIBIT B

REQUEST FOR PROPOSALS FOR
FAMILY SUPPORT, FAMILY PRESERVATION, AND ADOPTION PROMOTION AND
SUPPORT SERVICES

BUDGET (August 1, 2005 - June 30, 2008)

For each item below, please summarize the amounts budgeted for the eleven-month budget period, from August 1, 2005 through June 30, 2006, and two twelve-month budget periods from July 1, 2006 through June 30, 2007, and July 1, 2007 through June 30, 2008, of the proposed project. **PROGRAM EXPENSES** should reflect the **TOTAL** cost to operate the program, including any costs that may not be covered by your proposed County allocation. **INCOME/REVENUE** should reflect all funding sources that will be dedicated to the project to cover all program expenses.

Note: This EXHIBIT B must have attached, a separate budget justification narrative and line item budget. Please see PART G, ATTACHMENTS, Attachment F, Instructions for Preparing Budget Justification Narrative and Line Item Budget. You may add and delete line items to customize your budget.

Continued on Next Page.

EXHIBIT B**BUDGET (August 1, 2005 – June 30, 2008)****For**

(PROGRAM NAME (i.e., FS, FP or APSS))

AGENCY NAME: _____

ITEM	Eleven Month Budget Period (08-01-05 – 06-30-06)	Twelve Month Budget Period (07-01-06 – 06-30-07)	Twelve Month Budget Period (07-01-07 – 06-30-08)	Total Budget Period (08-01-05 – 06-30-08)
<i>PROGRAM EXPENSES</i>				
I. DIRECT COST:				
A. Salaries and Employee Benefits	\$	\$	\$	\$
B. Facility Rent/Lease	\$	\$	\$	\$
C. Equipment and/or Other Assets Leases	\$	\$	\$	\$
D. Services and Supplies	\$	\$	\$	\$
E. Other				
II. ADMINISTRATIVE AND INDIRECT COST: (Max. 10% OF Max. Annual Contract Sum)				
A. Administrative Overhead	\$	\$	\$	\$
B. Other				
TOTAL GROSS COST OF PROGRAM	\$	\$	\$	\$
<i>INCOME/REVENUE</i>				
A. Projected County Allocation	\$	\$	\$	\$
B. Private Funding, Other Revenue, &/or In-Kind Match	\$	\$	\$	\$
TOTAL INCOME/REVENUE	\$	\$	\$	\$

ATTACHMENTS (3): Budget Justification Narrative and Line Item Budget for each twelve-month budget period.

Exhibit FP-23

**County of Los Angeles
Department of Children and Family Services
Family Preservation
Contract Allocation for FY 05-08**

	DCFS District Offices	ALLOCATION FOR FY 2005-2006 (11 months)	ALLOCATION FOR EACH FY FY 2006-2007 AND 2007-2008
SPA 1	Antelope Valley West	\$ 936,307.00	\$ 1,021,426.00
	Antelope Valley East	\$ 809,807.00	\$ 883,426.00
SPA 2	North Hollywood	\$ 1,496,670.00	\$ 1,632,730.00
	Santa Clarita	\$ 483,649.00	\$ 527,617.00
SPA 3	Covina	\$ 2,379,125.00	\$ 2,595,409.00
	Pomona	\$ 1,420,464.00	\$ 1,549,597.00
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SPA 4	Metro North	\$ 1,400,143.00	\$ 1,527,429.00
SPA 5	West Los Angeles	\$ 1,298,028.00	\$ 1,416,030.00
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	Century	\$ 1,148,666.00	\$ 1,253,090.00
	Compton	\$ 802,695.00	\$ 875,667.00
SPA 7	Belvedere	\$ 1,422,496.00	\$ 1,551,814.00
	Santa Fe Springs	\$ 1,771,008.00	\$ 1,932,009.00
SPA 8	Torrance	\$ 1,491,589.00	\$ 1,627,188.00
	Lakewood	\$ 2,976,574.00	\$ 3,247,171.00
	County-wide Service Category		
SPA 9 (A.I.)	American Indian	\$ 404,534.00	\$ 441,310.00
CW (A.P.)	Asian Pacific	\$ 505,668.00	\$ 551,638.00
GRAND TOTAL	Total For FP	\$ 25,335,989.00	\$ 27,639,260.00

*Based on data from July 1, 2003-December 31, 2004
As of 04/22/05*